



**TTHTI**

Trinidad and Tobago  
Hospitality and Tourism Institute

## **SCHOLARSHIP PROGRAMME**

### **1. DETAILS OF PROCEDURE**

TTHTI will offer its students financial assistance in the form of scholarships and bursaries to recruit and motivate students to achieve academic excellence. Since the amount of funding available for these awards is finite, applicants for bursaries will also be evaluated in terms of academic potential, character and citizenship.

### **2. SOURCE OF FUNDING**

TTHTI has established a Scholarship Fund that is financed by the profits earned from the Institute's annual "A Taste of Carnival" event.

### **3. SCHOLARSHIP CATEGORIES**

Three (3) scholarship categories have been established with a total of ten (10) students that can benefit from the fund annually, as illustrated in the table below:

<b>Category</b>	<b>Grant (per student)</b>	<b>Number of students</b>	<b>Total (\$TT)</b>
1	\$3000(TT)	6	\$18,000.00
2	\$ 2000(US)	2	*\$ 26,000.00
3	\$ 3500(US)	2	*\$ 45,500.00
<b>Total Per Annum</b>		<b>10</b>	<b>\$ 89,500.00</b>

**\*Based on an exchange rate of 6.5**

**N.B.** Based on the performance of "A Taste of Carnival", if profit exceeds \$50,000, the full grant would be released, however if profit is less than \$50,000, only one (1) award in each of Categories 2 and 3 will be granted. The full grant in Category 1 will still be released.

Based on the availability of funds, the Scholarship Committee can recommend to the Executive Director that additional scholarships be granted.

These awards are one-time awards i.e. no applicant will be awarded a scholarship more than once, regardless of the category under which they apply. This will ensure that as many persons as possible can benefit from the funding.

#### **4. CRITERIA FOR AWARD OF SCHOLARSHIPS**

**Category 1** – Scholarships in this category may be awarded to current students who request financial assistance for the completion of their studies with TTHTI. Applicants must meet the following criteria:

- Must have achieved a minimum cumulative G.P.A of 2.5 at the time of application
- Adherence to TTHTI's academic policies during the student's academic tenure.
- Adherence to TTHTI's code of conduct during the student's academic tenure.
- Completion of at least 10 credits at the end of the semester prior to the application for part-time students
- Completion of at least 20 credits at the end of the semester prior to the application for full-time students
- Must be in good financial standing with TTHTI
- Successful completion of all courses undertaken thus far in the student's academic tenure



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**Category 2** – Scholarships in this category may be awarded to students who are coming to the end of their tenure at TTHTI and have applied to pursue further undergraduate studies in the field of Hospitality and Tourism at another tertiary-level institution outside of Trinidad and Tobago.

Applicants must meet the following criteria:

- Must have achieved a minimum cumulative 3.0 GPA at the time of application or upon graduation
- Adherence to TTHTI’s academic policies throughout entire academic tenure.
- Adherence to TTHTI’s code of conduct throughout entire academic tenure.
- Must be in good financial standing with TTHTI
- Successful completion of all courses undertaken thus far in the student’s academic tenure

**Category 3** – Scholarships in this category may be awarded to students who are coming to the end of their tenure at TTHTI and have applied to pursue further undergraduate studies in the field of Hospitality and Tourism at another tertiary-level institution outside of Trinidad and Tobago.

Applicants must meet the following criteria:

- Must have achieved a minimum cumulative 3.5 GPA at the time of application or upon graduation
- Adherence to TTHTI’s academic policies throughout entire academic tenure.

- Adherence to TTHTI's code of conduct throughout entire academic tenure.
- Must be in good financial standing with TTHTI
- Successful completion of all courses undertaken thus far in the student's academic tenure

## 5. APPLICATION PROCESS

Applicants for scholarships in **Category 1** must submit the following:

- Completed and signed Scholarship Application form (see Appendix 1) with required attachments
- A 300-word essay explaining why they believe they are a good candidate for the scholarship
- Two (2) letters of recommendation, at least one of which must be from a member of TTHTI's faculty who lectured to applicant during their academic tenure at TTHTI. The other letter should be from one of the following:
  - Teacher (not TTHTI faculty)
  - Principal
  - Counselor
  - Member of a religious community
  - Physician
  - Employer/businessman

Recommendations from family members will not be accepted.

- A statement of estimated expenses for the upcoming semester
- Student Copy of TTHTI transcript – this will be subject to verification

Applicants for scholarships in **Category 2 and Category 3** must submit the following:

- Completed and signed Scholarship Application form (see Appendix 1) with required attachments
- A 300-word essay explaining why they believe they are a good candidate for the scholarship
- Letter of acceptance from the institution with which applicant wishes to pursue further studies, or at least a letter indicating that the applicant's application is being considered
- Two (2) letters of recommendation, at least one of which must be from a member of TTHTI's faculty who lectured to applicant during their academic tenure at TTHTI. The other letter should be from one of the following:
  - Teacher (not TTHTI faculty)
  - Principal
  - Counselor
  - Member of a religious community
  - Physician
  - Employer/businessman

Recommendations from family members will not be accepted.

- An invoice or statement of estimated expenses
- Official TTHTI transcript
- Proof of citizenship
- Applicants may be asked to attend an interview



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## 6. ELIGIBILITY

**Category 1** – Only students of TTHTI who are citizens of Trinidad and Tobago are eligible to apply for scholarships under this category.

**Categories 2 and 3** – Only students of TTHTI who are citizens of Trinidad and Tobago are eligible for scholarships under these categories.

## 7. CONDITIONS OF AWARD

All awardees **MUST** sign a legal contract indicating their agreement to repay the grant under any of the following conditions:

- They are convicted of a criminal offence while pursuing their programme of study for which the award is granted;
- They are found guilty of a breach of the TTHTI code of conduct or academic policies (Category 1) or if they are suspended or expelled from the institution of further study (Categories 2 and 3);
- They withdraw from the programme of study within six months after the award is granted (unless the withdrawal is for medical reasons, as evidenced by a medical certificate);
- Any information submitted as part of the application is found to be false or fraudulent

## 8. PAYMENT OF AWARD

**Category 1** – The cash value of the award shall be applied to the fees due for the upcoming semester, including on-campus accommodation (where applicable). Where the student is entitled to GATE assistance for tuition, the award shall be applied to lab fees and other related expenses. In such cases, the balance will roll over to the following semester.

**Categories 2 and 3** – The funds will not be released unless a letter of acceptance from the institution is submitted. Once this letter has been received, the funds will be remitted directly to the institution.



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## **9. SELECTION OF AWARDEES**

All applications for scholarships and bursaries will be reviewed by a Scholarship Committee comprising the following persons:

1. The Executive Director/Head Academic Division
2. Financial Controller/Finance Manager
3. Student Services Manager
4. Registrar
5. One Programme Head (depending on applicants area of study)